
OFFLINE APPLICANT MANAGEMENT USER GUIDE

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PURPOSE

The Offline Applicant Management system is designed for bulk subscription management operations in the FACT Clearinghouse. This tool will allow you to request a list of all active subscriptions for your account. You will also be able to disable, validate, or create large numbers of subscriptions at once by uploading files to the Clearinghouse.

Validation is not currently required. Your organization will be notified and this guide will be updated once the validation process is implemented.

NAVIGATE TO THE OFFLINE APPLICANT MANAGEMENT PAGE

1. Log in to the DPS Secure Site [here](#)¹.
2. Click FACT Clearinghouse in the sidebar or on the main page.

Texas Department of Public Safety
Courtesy ~ Service ~ Protection

TXDPS CRS | TXDPS CRIME RECORDS SERVICE

[Sign out](#) | [Support](#) | [Print](#)

Account Management

- New User Sign up
- My Account
- Message Center
- Help & Support

Additional Services

- Criminal History Search
- Sex Offender Registry
- FACT Clearinghouse**
- Services for CJ Rap Back
- Other Services & Information

TxDPS Crime Records Service Secure Website

Attention All Account Users and Supervisors!

Due to upcoming changes to the Secure Site, it is imperative that all account users and supervisors update their accounts. All account supervisors must ensure that all approved users are assigned to a supervisor. All supervisors must keep their account active and have signed their entity agreements. Users will be unable to perform criminal history searches if they are not being supervised or if their supervisor becomes inactive or disabled. This includes accessing the FACT Clearinghouse to view records. Instructions are [available here](#).

If you have questions or need assistance, please call the Criminal History Inquiry Unit at 512-424-2474.

Computerized Criminal History Search
Search for individuals in the Computerized Criminal History System (CCH). Access is restricted to authorized Entities.

Texas Sex Offender Access for Criminal Justice Users
Allows local law enforcement agencies to submit and search information for Texas Sex Offender Registry.

F.A.C.T. Clearinghouse
The FACT Clearinghouse is a repository of the DPS and the FBI fingerprint-based criminal history results. Only persons processed through Fingerprint Applicant Services of Texas (FAST) are eligible for FACT.

Criminal Justice Rap Back Program of Texas
The core function of the Texas' Criminal Justice Rap Back Program is to notify criminal justice agencies when a person who has fingerprints on file with the FBI is arrested or has criminal activity associated with those fingerprints.

¹ <https://secure.txdps.state.tx.us/DpsWebsite/Index.aspx>

- Under the FACT Clearinghouse section in the sidebar, click Offline Applicant Management. Alternatively, click Offline Applicant Management under the Current Users links.

The screenshot shows the TXDPS CRS | FACT CLEARINGHOUSE website. The top navigation bar includes links for [Sign out](#), [Support](#), and [Print](#). The left sidebar contains the following sections:

- FACT Clearinghouse**
 - Home
 - View Worklists
 - Search FACT Clearinghouse
 - Purchase Credits
 - Notification Settings
 - Offline Applicant Management** (highlighted with a red box)
 - FBI Rap Back Resources
- Account Management**
 - New User Sign up
 - My Account
 - Message Center
 - Help & Support
- Additional Services**
 - Criminal History Search
 - Sex Offender Registry
 - FACT Clearinghouse
 - Services for CJ Rap Back
 - Other Services & Information

The main content area is titled **FACT Clearinghouse** and contains the following text:

On January 15, 2018, the Federal Bureau of Investigation (FBI) Civil Rap Back Program will be implemented through the FACT Clearinghouse. This will provide updated national criminal history record information along with Rap Back notifications on eligible active subscriptions that have been established in the FACT Clearinghouse. The following are some examples of what you can expect when the FBI Civil Rap Back is implemented:

- Additional FBI Rap Back Worklists to include updated FBI Information
- Automatic Subscriptions to FBI Rap Back for new applicants fingerprinted after FBI Civil Rap Back is implemented
- Validating all Subscriptions every 4 years, including Texas Only Subscriptions
- Notification for any new arrests, dispositions, Sex Offender Registry activity, updates (expungements/ partial expungements), and death notifications, that occur within and outside of the State of Texas
- No additional fees to participate in the FBI Civil Rap Back Program

A FBI Civil Rap Back Program User Guide is available [here](#), which will provide detailed information on how FBI Civil Rap Back will work. You may also find additional information and resources regarding the FBI Civil Rap Back Program in the FACT Clearinghouse under the "FBI Rap Back Resources" link located on the left hand side. If your agency has any further questions, please contact the Rap Back Unit at 512-424-2746 or RapBackUnit@dps.texas.gov

The bottom of the page features two columns of links:

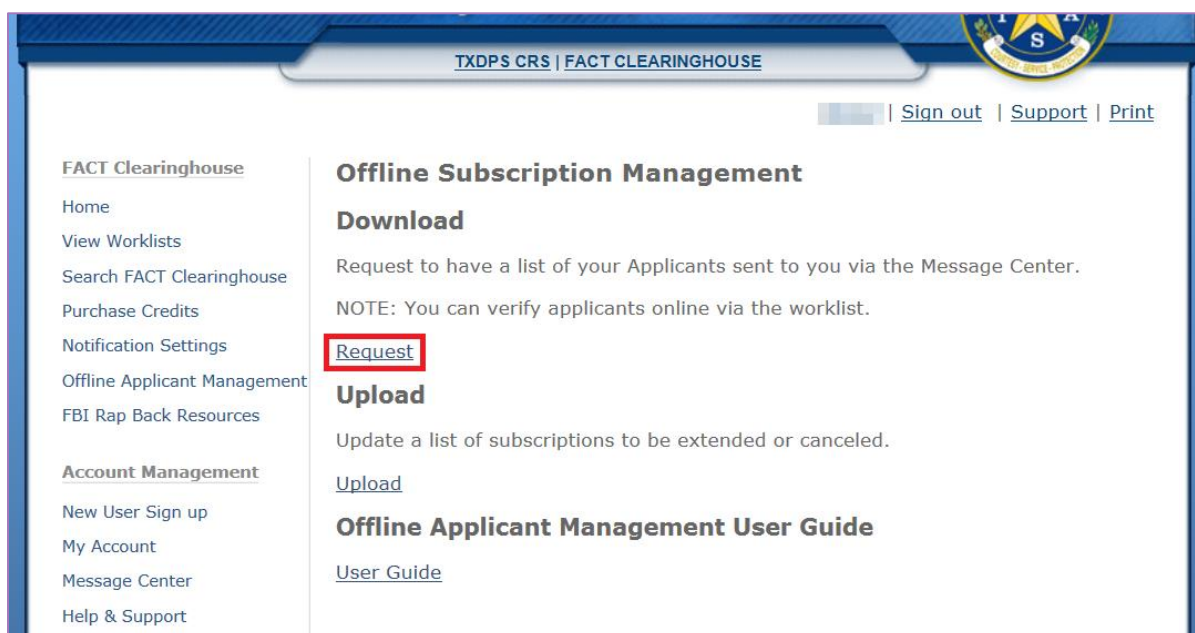
- New Users**
 - [New User Sign up](#)
 - [Access and Dissemination Policy](#)
- Current Users**
 - [View Worklists](#)
 - [Search FACT Clearinghouse](#)
 - [Offline Applicant Management](#)** (highlighted with a red box)

OFFLINE APPLICANT MANAGEMENT PAGE

The Offline Applicant Management page has two options, Download and Upload. The Download section allows you to request lists of applicants your agency is currently subscribed to. The Upload section allows you to upload files to manage records en masse.

OPEN YOUR APPLICANT LIST

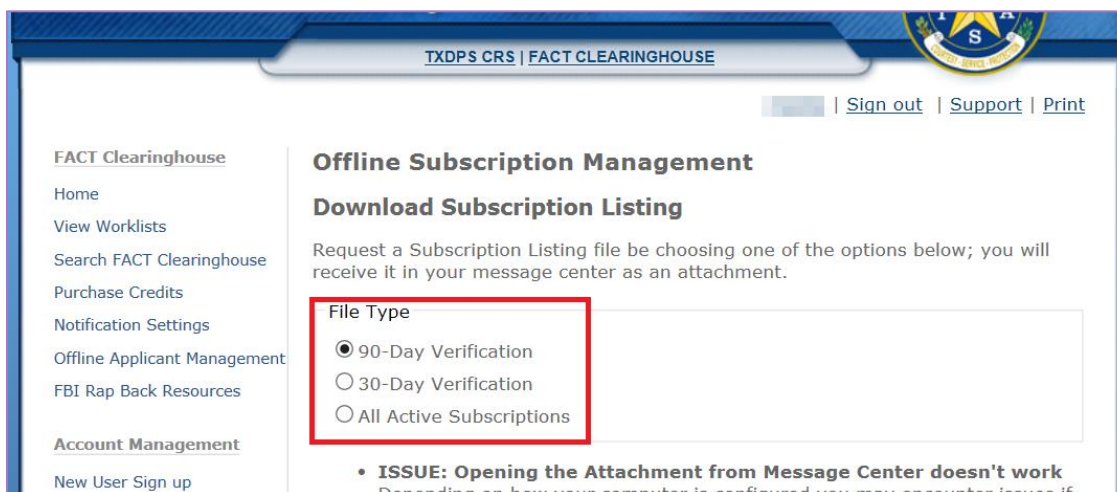
1. On the Offline Applicant Management page, click Request under the Download section.



2. Under File Type, select 90-Day Verification, 30-Day Verification, or All Active Subscriptions. Click Request.

Each subscription must be validated at least once every four years or it will expire and your organization will be unsubscribed. This includes both Texas Only and Rap Back subscriptions. If your organization no longer needs a subscription on an applicant, the subscription must be cancelled. **Validation is not currently required. Your organization will be notified and this guide will be updated once the validation process is implemented.**

- a. The 90-Day and 30-Day verification lists will provide you a list of all applicants your agency is subscribed to that need to be validated in within that time period.
- b. The All Active Subscriptions list will provide you a list of all applicants your agency is subscribed to, regardless of validation date.



- Click Request. You will receive confirmation and the list will be sent to your Message Center. Note that this may take a few minutes depending on the number of applicants your agency is subscribed to.



Additional Services Criminal History Search Sex Offender Registry FACT Clearinghouse Services for CJ Rap Back Other Services & Information	<p>downloaded.</p> <ul style="list-style-type: none"> TIP: Validating & Canceling Subscriptions Edit the "Action" column in your Subscription Listing file with the action you want to perform by entering a V (for Validate) or C (for Cancel). Use the upload page to submit your Subscription Listing page to update your subscriptions.
	<input type="button" value="Back"/> <input type="button" value="Request"/>

<p>File Requested</p> <p><i>Your request for download has been submitted. You will receive a message in the message center when your file is ready.</i></p>
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- When you receive an email stating your list is ready, click Message Center in the sidebar.

Account Management New User Sign up My Account <input type="button" value="Message Center"/> Help & Support
--

- Click on the subject of the new message.

TXDPS CRS MESSAGE CENTER				
<input type="button" value="(Choose)"/>		<input type="button" value="Sign out"/> <input type="button" value="Support"/> <input type="button" value="Print"/>		
<p>Message Center</p> <p>System Messages</p> <p>System Messages are messages that are sent to all website users. Select a message to view the message.</p> <ol style="list-style-type: none"> FBI Civil Rap Back Clearinghouse Changes FACT Clearinghouse 2.0 Enhancements 				
<p>Inbox</p> <p>Message Center Messages are messages used to securely communicate with website users. Users are notified by email when they receive a new message in the Message Center. After reading a message it can be archived.</p>				
Sent	To	Subject	Type	
Wednesday		Subscription Download (90-Day Validations) [NEW!]	FACT Clearinghouse Communication	

- Click the filename of the attachment.

The screenshot displays the TXDPS CRS | MESSAGE CENTER interface. The top navigation bar includes links for [Sign out](#), [Support](#), and [Print](#). The left sidebar contains a menu with sections: **Message Center** (My Account, Message Center), **Account Management** (New User Sign up, My Account, Message Center, Help & Support), and **Additional Services** (Criminal History Search, Sex Offender Registry). The main content area is titled **Read Message** and includes a [<< Back](#) link. The message details are as follows:

From	System
Subject	Subscription Download (90-Day Validations)
Category	FACT Clearinghouse Communication
Expires	2/9/2018
Message	Your agency is subscribed to these applicants and you must verify these subscriptions within 90-days. If you do not verify these subscriptions, they will be disabled. COUNT: 7

Below the message details is the **Attachment(s)** section, which contains a table with two columns: **Description** and **Filename**.

Description	Filename
Attachment	SUBSCRIPTION_VAL90-2018-01-10T124356.xlsx

- Select the Open option and click OK. The file type is XML which can be opened in Excel.

APPLICANT LIST OVERVIEW

The Applicant List is a list of all subscriptions your organization has at the time you requested the list. Each subscription must be validated at least once every four years or it will expire and your organization will be unsubscribed. This includes both Texas Only and Rap Back subscriptions. If your organization no longer needs a subscription on an applicant, the subscription must be cancelled.

When the file has been worked through using the instructions in [Creating a Cancellation or Validation List](#), you can [upload a Notepad file](#) to execute validations or cancellations.

	A	B	C	D	E	F	G	H	I	J	K	L
1	SID	ORI	OCA	NAM	DOB	VAL	HasTexasSubscription	IsRapbackEligible	Confirmed FBI Subscription	FP Date	SSN	Validate/Cancel
2	12345678	TXEXAMPLE	TE-123	BEHRENS,JULIA	12/1/1990	5/27/2016	Y	Y	N	5/27/2016	123456789	7V/C
3	45678901	TXEXAMPLE	TE-987	MAY,BENJAMIN	12/31/1971	1/10/2015	Y	N	N	4/27/2011	456789012	7V/C
4	34567890	TXEXAMPLE		PULLMAN,PENELOPE	3/12/1953	2/2/2018	Y	N	N	6/13/2014	345678901	7V/C
5	23456789	TXEXAMPLE		SUTHERLAND,BRIAN MATT	5/17/1963	5/10/2018	Y	Y	Y	5/10/2018	234567890	7V/C
6	56789012	TXEXAMPLE		UNDERWOOD,JAMES FOSTER	10/13/1987	8/27/2017	Y	Y	N	2/26/2017	567890123	7V/C

Column Name	Description
SID	State identifier - a number assigned to that specific individual.
ORI	The organization the individual was printed for, and what your agency is using to subscribe to the individual/access their criminal history.
OCA	Miscellaneous number that is different for each agency. This is an optional field.
NAM	The individual's name.
DOB	The individual's date of birth.
VAL	The date the record was last validated. Note this is not always the same as the fingerprint date.
HasTexasSubscription	Shows if you are currently subscribed to the applicant's Texas record (Y/N).
IsRapbackEligible	Shows if the individual's SID is eligible for FBI Rap Back (Y/N). <i>This is based on the most recent submission for the ORI selected to create the subscription.</i> More details on the FBI rap Back columns in the list can be found in the section FBI Rap Back and the Applicant List .
Confirmed FBI Subscription	Shows if FBI Rap Back is active on this subscription.
FP Date	The date the individual was last fingerprinted <i>for the ORI selected for the subscription</i> .
SSN	The individual's Social Security Number.
Validate/Cancel	This field is used for one of the upload options, which is explained below in the Cancel or Validate Subscriptions section.

FBI RAP BACK AND THE APPLICANT LIST

F	G	H	I	J
VAL	HasTexasSubscription	IsRapbackEligible	Confirmed FBI Subscription	FP Date
5/27/2016	Y	Y	N	5/27/2016
1/10/2015	Y	N	N	4/27/2011
2/2/2018	Y	N	N	6/13/2014
5/10/2018	Y	Y	Y	5/10/2018
8/27/2017	Y	Y	N	2/26/2017

Four columns in the Offline Applicant Management list relate to FBI Rap Back.

FP DATE

The FP Date column contains the date the applicant was fingerprinted for the ORI that was used to subscribe. This column is extremely important as the FP Date is one of the determining factors in whether or not a subscription has or can have FBI Rap Back.

If the FP Date is before June 1, 2015, the applicant is not eligible for FBI Rap Back using that ORI and must be re-fingerprinted or subscribed to using an ORI that is eligible for FBI Rap Back. More details can be found in the Civil Rap Back User Guide.

VAL

Validation is not currently required. Your organization will be notified and this guide will be updated once the validation process is implemented.

The VAL column contains when the subscription was last validated or created. This is not the same as the FP Date, though they may have the same or similar information.

The VAL column is also very important for determining whether or not a subscription should have FBI Rap Back. If the VAL date is before January 15, 2018, the subscription will not have FBI Rap Back.

ISRAPBACKELIGIBLE

The IsRapBackEligible column indicates whether or not the applicant is eligible for FBI Rap Back according to the most recent submission for the ORI used to subscribe. This column looks at several pieces of information to make the determination.

If the FP Date is after June 1, 2015 and before January 15, 2018, and the fingerprints were not rejected by the FBI but this column shows “N”, these will be looked at during the backfill period.

If the VAL date is after January 15, 2018, and the FP Date is after June 1, 2015, and the fingerprints were not rejected by the FBI *but* the Confirmed FBI Subscription column shows “N” and it has been over 48 hours since the individual was fingerprinted, please [contact the Rap Back Unit](#).

CONFIRMED FBI SUBSCRIPTION

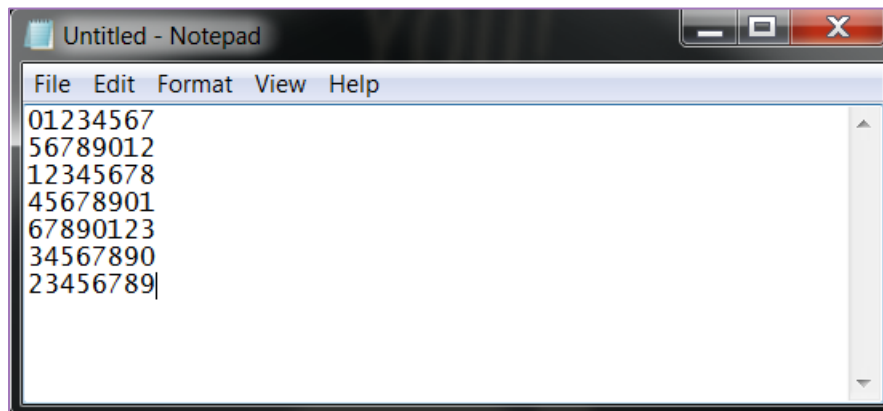
This column shows whether or not your agency has FBI Rap Back for this person, “Y” or “N”. This column will change to Y when an RBSR (Rap Back Subscription Response) or RBMNTR (Rap Back Maintenance Transaction Response) is in the Clearinghouse and your agency is marked as having FBI Rap Back. Typically this will take around 24-48 hours.

CANCEL OR VALIDATE SUBSCRIPTIONS

CREATING A CANCELLATION OR VALIDATION LIST

The steps for creating a Validation list and a Cancel list are the same. **Validation is not currently required. Your organization will be notified and this guide will be updated once the validation process is implemented.**

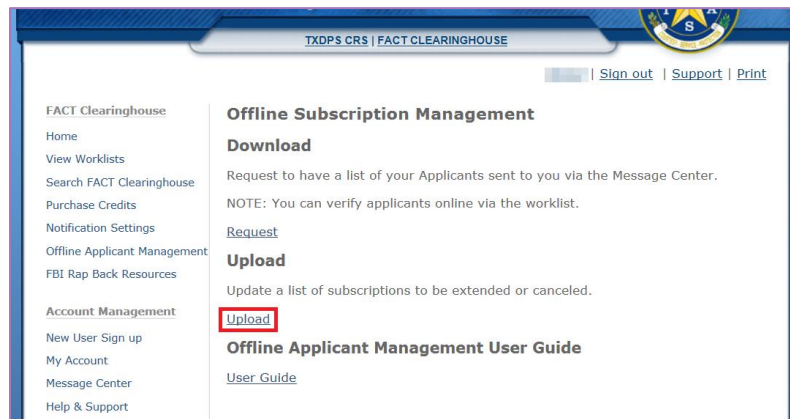
1. Open the Applicant List as explained in the [Open Your Applicant List](#) section.
2. Open a basic text editor like Notepad.
 - a. Notepad is included with all Windows systems and can usually be found under the Accessories folder in the Start Menu.
3. Copy the SID for each of the applicants you want to cancel OR validate and paste them into Notepad.
 - a. **Do NOT put SIDs to cancel and SIDs to validate on the same list.**
 - b. Ensure there are no spaces, tabs, or extra returns. The file will not upload correctly if there is anything other than 8 digit SID numbers followed immediately by a return to the next line.
4. Save the file to your computer. The file name does not matter, however, it is recommended to include the list purpose e.g. SIDs_to_Validate.



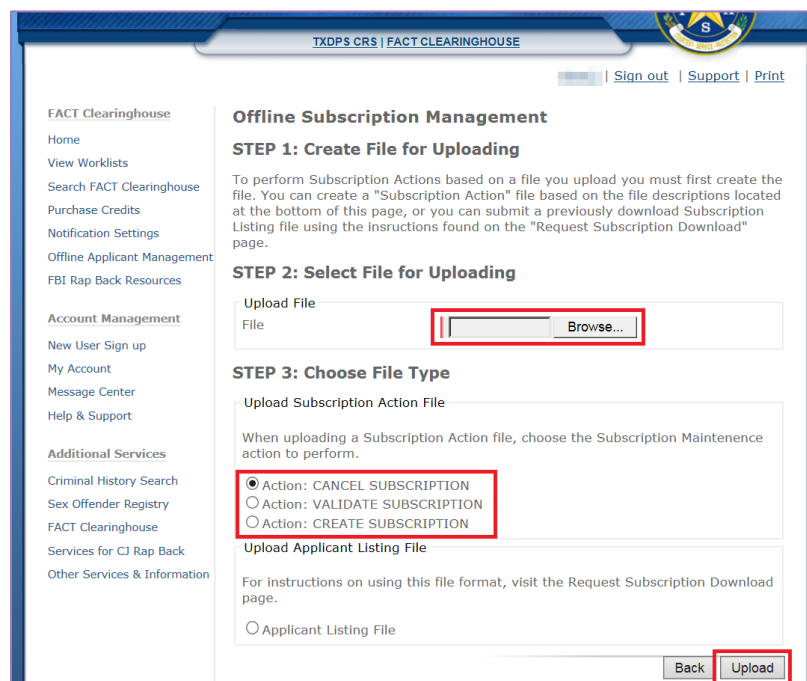
UPLOADING A CANCELLATION OR VALIDATION LIST

The Notepad files for cancelling and validating subscriptions will look identical. **Be especially careful when selecting which purpose you're uploading the file for, as it is possible to cancel subscriptions to applicants you're trying to validate by having the wrong option selected when uploading.**

1. [Navigate to the Offline Applicant Management page](#) and select Upload.



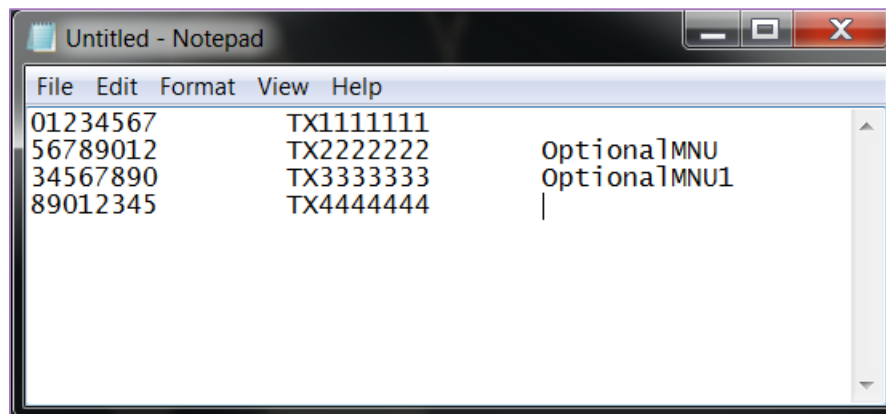
2. Click the Browse button and find the Notepad file you created and saved on your computer.
3. Select the action you wish to perform (Validate or Cancel).
4. Click the Upload button.
 - a. If the file was created correctly and the upload processed, a message will appear at the top of the page stating File Submitted. You will receive a message in your Message Center for confirmation.
 - b. If there was an error with the file, a message will appear at the top of the page stating File Error. Check the file for any errors such as spaces, tabs, or extra returns, and upload the corrected file.



CREATE SUBSCRIPTIONS

CREATING A NEW SUBSCRIPTION LIST

1. Open a basic text editor like Notepad.
 - a. Notepad is included with all Windows systems and can usually be found under the Accessories folder in the Start Menu.
2. Input the individual's SID number, hit Tab, ORI number, hit Tab, and then MNU if desired. For the next person, hit Return after the MNU.
 - a. The ORI number is the ORI of the organization that originally had the applicant printed.
 - b. The MNU is an optional number for keeping track of an applicant, for example, an employee number. There is a limit of fifty characters for this field.
 - c. Ensure there is a tab after the ORI, even if an MNU is not inputted.
 - d. Ensure there are no spaces, extra tabs, or extra returns. The file will not upload correctly if there is anything other than what is required followed immediately by a return to the next line.
3. Save the file to your computer. The file name does not matter, however, it is recommended to include the list purpose e.g. New_Subscriptions.



UPLOADING A NEW SUBSCRIPTION LIST

1. [Navigate to the Offline Applicant Management page](#) and select Upload.
2. Click the Browse button and find the Notepad file you created and saved on your computer.
3. Select the Create Subscription action.
4. Click the Upload button.
 - a. If the file was created correctly and the upload processed, a message will appear at the top of the page stating File Submitted. You will receive a message in your Message Center for confirmation.
 - b. If there was an error with the file, a message will appear at the top of the page stating File Error. Check the file for any errors such as spaces, extra tabs, or extra returns, and upload the corrected file.

TXDPS CRS | FACT CLEARINGHOUSE

[Sign out](#) | [Support](#) | [Print](#)

FACT Clearinghouse

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Offline Subscription Management

STEP 1: Create File for Uploading

To perform Subscription Actions based on a file you upload you must first create the file. You can create a "Subscription Action" file based on the file descriptions located at the bottom of this page, or you can submit a previously download Subscription Listing file using the instructions found on the "Request Subscription Download" page.

STEP 2: Select File for Uploading

Upload File

File **Browse...**

STEP 3: Choose File Type

Upload Subscription Action File

When uploading a Subscription Action file, choose the Subscription Maintenance action to perform.

☐ Action: CANCEL SUBSCRIPTION
☐ Action: VALIDATE SUBSCRIPTION
☒ Action: CREATE SUBSCRIPTION

Upload Applicant Listing File

For instructions on using this file format, visit the Request Subscription Download page.

☐ Applicant Listing File

Back **Upload**

CONTACT INFORMATION

If your agency has any further questions regarding Offline Applicant Management, please contact the Rap Back Unit.

DPS Rap Back Unit

512-424-2746

RapBackUnit@dps.texas.gov